

## PURPOSE

For Boneo Primary School Council to operate within a legal framework whilst ensuring efficient governance of the school for which it is constituted.

## SCOPE

Boneo Primary School operates under the Education and Training Reform Act 2006 and councillors will abide by the Code of Conduct for Victorian Public Entities. The School Council is established by an Order of the Minister for Education which specifies:

- membership
- size and configuration
- objectives and powers
- functions and accountabilities
- role of the executive officer who is the principal

## POLICY

Boneo Primary School councillors will adopt good governance to effectively perform their functions and meet their objectives, to act with integrity, and to respond strategically to changing demands and educational challenges. School Council will operate within the guidelines set in this policy as listed below.

## IMPLEMENTATION

### ELECTION PROCESS

The Principal arranges and conducts the election. The Principal will issue a notice and call for nominations for parent, student and Department employee members in February or early March. The notice will include a nomination form or way to reply and the date to submit the nomination. The election process must be completed by the end of March.

Nomination forms are returned to the principal within the timeframe stated on the notice of election. Those who nominate will receive a receipt.

If there are more nominations than there are vacant positions on council, a ballot (vote) will be conducted after the call for nominations has closed.

### MEMBERSHIP

The Boneo Primary School membership comprises of 15 members made up as follows:

- 8 parents
- 5 department employees
- 2 community members

Office bearer positions consist of:

- President
- Vice President
- Treasurer
- Secretary

## MEETINGS

School Councils must meet eight times a year and at least once per school term. The School Council President chairs all meetings and all members of the Council are expected to attend.

School Council meetings must operate within a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees.

Decisions are made by voting and councillors must base their vote solely on the best interest of the students. If a vote is tied, the School Council President has a second or casting vote.

School Councils must call a public reporting meeting at least once each year and report the proceedings of the council since the date of the previous public meeting. The council must present the endorsed annual report to the meeting and, if the school council accounts have been audited, present a copy of the audited accounts. The public reporting meeting can be held during the year at a time that suits school community and school council activities and commitments.

School Council meetings would normally be open to the school community. Visitors or observers can be present at a council meeting with the agreement of the principal and a decision of council. There may be times when, for the purpose of confidentiality or other reasons, a council meeting needs to be closed. The School Council determines the need for a closed meeting.

## FINANCE SUB COMMITTEE

School Council is responsible for overseeing the school's financial performance. It is a legal and Department requirement that councils make sure that monies coming into schools are properly expended and authorised.

Boneo Primary School have a Finance Sub Committee which includes members of the School Council, the Principal and Business Manager. The convenor of the finance committee, as elected from council members, is preferably a non-Department parent member or a community member. The business manager/bursar should not hold this position. The convenor may be appointed as Treasurer by council.

Finance Sub Committee reports to school council on monthly financial reports and other financial information which may impact the school including recommendations on Annual Budget and fees.

## ROLES AND RESPONSIBILITIES

School Council has three main responsibilities:

- **finance:** overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation
- **strategic planning:** participating in the development and monitoring of the school strategic plan
- **policy development and review:** developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

Other key functions of School Council include:

- raising funds for school related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- creating interest in the school in the wider community
- representing and taking the views of the community into account
- regulating and facilitating after-hours use of school premises and grounds
- operating a children's service at the school

### **CONFLICT OF INTEREST**

If a School Council member or a member of his or her immediate family has any direct conflict of interest (including a financial interest) in a subject or matter under discussion at a School Council meeting, that councillor:

- must declare the conflict of interest
- must not be present during the discussion unless invited to do so by the person presiding at the meeting
- must not be present when a vote is taken on the matter
- may be included in the quorum for that meeting

### **RELATED POLICIES AND RESOURCES**

- Education and Training Reform Act 2006
- Public Administration Act 2004
- [Roles and Responsibilities of the Principal and School Council](#)
- [FISO: Prioritise and set goals](#)

### **ENDORSEMENT**

This policy was ratified by School Council on 25<sup>th</sup> August 2020.

### **REVIEW PERIOD**

This policy is scheduled for review in August 2023.